Army Publishing Directorate (APD):
Forms Content Management Program (FCMP)

"The Forms Content Management Program revolutionizes the Army's forms-based activities. The advancement of the U.S. Army's e-forms system will enhance the readiness of our warfighters and personnel around the world."

What is the FCMP?

The Army Publishing Directorate's (APD's) Forms Content Management Program (FCMP) is an approved Army Business Initiative Council (ABIC) initiative; it supports Lean Six Sigma, a business process streamlining tool. This program will provide a standardized, Web-based, enterprise (Armywide) solution to automate administrative functional business processes, reduce costs associated with stovepipes and manpower resources, and more efficiently and effectively manage information in forms. The Army, as well as any other institution, uses forms to process information, and forms are considered to be the vital instrument supporting the administrative backbone of the Army. Without using a form, Army personnel wouldn't be paid, get reimbursed for services rendered, receive appropriate medical attention, or even be able to track pertinent logistics information needed on the battlefield to support a war effort. To support the FCMP, APD has purchased Armywide enterprise software site licenses for electronic forms (PureEdge), content management (IBM), and electronic ("digital") signature (ApproveIT).

Going forward, the U.S. Army will use PureEdge electronic forms to power thousands of functional e-processes in a variety of Army applications including personnel, medical, transportation, logistics, finance, legal, and administrative. Coupled with ApproveIT electronic approval software and centralized access through the Army Knowledge Online (AKO) portal, FCMP will provide for a complete end-to-end digital solution for these functional business processes. For the first time, the Army will have a single, centralized format for automating electronic documents based upon open standards and available on an enterprise level.

As the first phase of FCMP, APD is converting its entire library of departmental forms from FormFlow to PureEdge. The new PureEdge forms will be added to the library as soon as they become available. APD is also planning to provide assistance with the conversion of command, agency, and local forms designed in FormFlow. Once the full inventory of departmental forms is available (estimated January 2006), APD will announce a transition period for the Army to fully install and implement the PureEdge and ApproveIT software. After the transition period (estimated 1 year), APD will remove FormFlow and FormFlow 99 formats from the online forms libraries. After the transition period, APD will no longer provide technical support to the legacy product. At that time, APD will provide technical support for only PureEdge forms products; however, APD will continue to make non-fillable PDF files available.

The next phase of FCMP focuses on the implementation of an APD portal behind the AKO supporting forms and forms-based processes. The portal powered by IBM WebSphere and IBM DB2 Content Manager technology will allow Army personnel to open multiple windows or portlets. Within these portlets, users will be able to view items (such as an inbox of forms and a list of commonly used forms) and to act on the forms. For example, the portal will support various levels of ad hoc and automated workflow and allow users to route signed forms to other AKO users or to headquarters organizations. Some forms will even have wizard-like interfaces to help users to complete the information required by the form; some forms will allow the population (automatic fill) of data from Army authoritative databases. The first forms to capitalize on these enhanced FCMP features include the Officer and Noncommissioned Officer Evaluation Reports (OER/NCOER) and support forms and the Recommendation for Award (DA Form 638). Future phases of the program will include enhancements to

portal functionality, newly automated forms, reporting capabilities, and additional content including official Department of the Army publications.

Why FCMP?

For years, the Army has relied on electronic documents to enable Soldiers to locate, download, store, and fill out forms. However, the last mile in this process required Soldiers to revert to a manual process: the form had to be printed, signed, and routed through traditional approval processes. In addition, the Army has been looking for ways to create an enterprise-wide backbone to automate many forms-based functional business processes with a single, Internet-based solution and to reduce the need for localized and inefficient non-integrated proprietary stovepipe solutions.

The new FCMP solution (Extensible Markup Language (XML)-based electronic forms, electronic ("digital") signature, and content management software) is designed to streamline the flood of paperwork that surrounds every component of military life—from personnel evaluations and supply requisitions to award recommendations. The use of this technology means that for the first time the Army will have a single, integrated, enterprise centralized format for electronic documents based upon open standards and commercially available technology; the Army will be able to eliminate redundant technologies and centralize and standardize the automation of functional business processes. Units in the field will be able to view the same forms as their counterparts at other bases worldwide and capture all the required data in a single XML format that can be quickly and securely transmitted via e-mail.
(XML is an industry standard computer language that allows database programs to rapidly identify information and place it in context within a form or document.)

FCMP will make it easy for Army personnel to streamline forms processing procedures by using authoritative databases to automatically fill and save information, digitally sign, manage, route, distribute, and archive information contained in forms. More importantly, the implementation of PureEdge forms with electronic signature capabilities will improve the safety of Army personnel in the field. At times, paper-based forms require transport by Army personnel in multiple vehicle convoys to and from forward operating bases located in combat zones. The new solution will eliminate the need for Soldiers to be exposed to enemy fire in transporting forms for signature and approval. Similarly, large palettes of paper forms currently require transport by air through hostile skies back to the United States for processing. The need to physically transport forms in this manner will be significantly reduced by the FCMP solution. In addition to improving the efficiency and safety of Army personnel, the upgrade of the Army's current forms-based processes will result in significant cost savings including estimates of potential cost avoidance reaching over $1 billion in administrative processing costs alone.

FCMP is projected to yield the following benefits:
- Significant time-savings (time spent completing one form reduced by approximately 1/3)
- Complete end-to-end digital automation of forms-based processes
- Reduced development and system maintenance costs
- Reduction of system redundancies and common user errors
- Improved security of information and the provision of auditable records
- Interoperability with existing infrastructures and system extensibility
- Regulatory compliance (Government Paperwork Elimination Act)

The ultimate goal of FCMP is to provide Soldiers with the ability to seamlessly access all forms-based processes through a single authoritative source —the AKO. Instead of developing a separate solution for each business process, FCMP will use a set of enabling standards and technologies to facilitate the functional communities' ability to quickly engineer and field solutions on a common infrastructure, relying on reusable software solutions. Using this implementation strategy, the functional communities

can focus on their business process and not be forced to design, purchase, develop, and maintain a costly supporting infrastructure.

How does FCMP work?

FCMP is comprised of several enabling technologies. Central to the solution, the PureEdge Viewer has been selected as the new Army standard for electronic forms and as a replacement to FormFlow Filler. The Viewer allows users to work on their forms online and offline. Another important part of the FCMP solution, Silanis' ApproveIT software gives Army users the means to add secure electronic signatures to forms and memorandums, including a detailed approval audit trail. ApproveIT enables validation of a user's authorization throughout the entire workflow process. Both the PureEdge Viewer and ApproveIT applications require desktop installation.

Once implemented, the APD departmental forms portal will reside behind the AKO. All AKO registered users with Internet access will be able to access an FCMP-provided workspace to search for and manage their forms. The portal will provide an authoritative source for all Army departmental forms and a mechanism for managing forms-based processes across the Army enterprise without concern for geographic location.

Where do I go to get FCMP software and access?

Access to APD's portal will be provided via single sign-on through the AKO. Once the portal is operational, all registered AKO users will be provided access to the site via a link on the AKO homepage. This link will be represented by a tab in the upper right hand corner of the page. The tab entitled "My Forms"will be located within the yellow AKO toolbar (next to e-mail, files, forums, and so forth).

The PureEdge Viewer (v6.5) and ApproveIT Desktop (v5.7.1) client-side software will be made available through the Army Gold Master CD-ROM, which is provided to Army directors of information management (DOIMs), and on the Army Small Computer Program (SCP) web site at https://ascp.monmouth.army.mil.

Licensing of the FCMP software:

The Army has purchased an enterprise-wide license for PureEdge Viewer and Silanis ApproveIT Desktop. There are no costs to the user community or commands for the licenses. The enterprise contract extends to all uniformed Army personnel (Active Army, U.S. Army Reserve, and Army National Guard/Army National Guard of the United States), as well as civilians and contractor personnel directly supporting the Army. All others are excluded.

Below are the system requirements for the PureEdge and ApproveIT applications:
NOTE: You must have Administrator rights to install PureEdge or ApproveIT on your computer. If you do not have Administrator rights, please contact your local IT support helpdesk for assistance.

PureEdge XML- Based E-Forms

Over the past several years, PureEdge XML based e-forms have played a central part in modernizing electronic forms systems across the Federal Government.

PureEdge Viewer (v6.5) System Requirements

Supported Operating Systems	o Windows 98

	o Windows ME
	o Windows NT 4.0 sp6a
	o Windows 2000 sp2, sp3, sp4
	o Windows XP sp1, sp2
Supported Browsers	o IE 5.01 sp2 or later, 5.5 sp2, 6 sp1
	o Netscape Communicator 4.5 - 4.8
	o Netscape 6.1, 6.2, 7, 7.1 , 7.2
	o Mozilla 1.7
Minimum System Requirements	o Processor: 500 Mhz
	o RAM: 128 MB
	o Disk space: 40 MB
	o Resolution: 800 x 600 in 16-bit color

Silanis Electronic Approval Technology

Using Silanis' ApproveIT solution, the Army can now deploy end-to-end electronic forms and non-forms-based approvals with electronic and digital signature technology. Advanced approval functionality supports the validation of the signer's identity, confirmation of the DOD certificate validity, and invalidation of signatures on documents that have been modified. This enables the Army to become a truly paperless workplace —meeting planned federal technology requirements.

ApproveIT Desktop (ADT v5.7.1) System Requirements

Supported Operating Systems	o Windows 2000 sp2, sp3, sp4
	o Windows XP sp1, sp2
Supported Host Applications	o Microsoft Office 2000 Professional, Office XP Professional, Office 2003 (Word and Excel applications only)
	o Adobe Acrobat 6.0 and 7.0
	o Adobe Reader 6.0 and 7.0
	o PureEdge 8x Designer (v6.5) and Viewer (v6.5)
	o PureEdge ICS Designer 2.3 and Viewer 6.0
	o Adobe Form Designer 5.0 with Client 5.0*
	o Adobe Accelio Capture Advanced 4.0 with Filter 4.0*
	o Adobe Accelio Classic FormFlow Designer 2.3 with Filler 2.3**
	o Adobe Accelio Classic FormFlow Form Designer 2.23 with Filler 2.23**
	* Formally known as FormFlow99
	** Formally known as FormFlow Classic
Supported Browsers	o IE 5.5 on Windows 2000
	o IE 6.0 on Windows 2000 and XP
	o Netscape Communicator 4.5 - 4.8
	o Netscape 6.1, 6.2, 7, 7.1

Minimum System Requirements	o Processor: Pentium 133
	o RAM: 128 MB
	o Disk space: 40 MB free

Army Digital Signature and Electronic Signature Policy

APD is working closely with NETCOM Information Assurance Directorate (IAD) to assist in the staffing and publishing of an Armywide policy governing the usage of electronic signatures within the Army enterprise. The policy will address the implementation of electronic approval processes for forms and documents. The policy will be distributed Armywide when available (likely as a DA Circular). The policies and procedures for the OER/NCOER evaluations will be covered by an Army regulation and a Department of the Army pamphlet in the personnel evaluation series. The AR in the 623 series will combine ARs 623-1, 623-105, and 623-205. A DA pamphlet also in the 623 series will combine DA Pams 623-105 and 623-205. AR 600-8-22 covers the Recommendation for Award.

Additional FCMP Information and Resources:

FCMP Helpdesk E-mail Address
APDFCMP@hqda.army.mil

APD Homepage Link
http://www.apd.army.mil/

AKO Link
https://www.us.army.mil/suite/login/welcome.html

Army Small Computer Program Link
https://ascp.monmouth.army.mil/scp/nocost/index.jsp